

**EMPLOYMENT OPPORTUNITY**  
**SCHOOL ADMINISTRATIVE UNIT #2**

**Executive Administrative Assistant**

***Full-Time, Year-Round***

Anticipated Start Date: September 1, 2022

Minimum Associates Degree required

Rate: \$25/hour to \$27/hour

SAU #2 is seeking an Executive Administrative Assistant to the Superintendent. The ideal candidate will have the ability to exercise good judgment in a variety of situations; strong organizational and communication skills, exceptional customer service, and the ability to work effectively within a team environment or independently. Strong work tenure with Executive Administrative Assistant experience, preferably in an SAU Office environment. Ability to attend evening School Board meetings with the ability to take minutes. Proficient in Microsoft Office (Word, Excel, and PowerPoint), Adobe Acrobat, and Google Applications.

***Application deadline: Open Until Filled***

Applications can be found at: <https://sau2.k12.nh.us/employment>

**Please submit cover letter, resume, transcripts, certification(s), application and three letters of reference to:**

Laura Van Sant, Administrative Assistant  
[laura.vansant@interlakes.org](mailto:laura.vansant@interlakes.org)

**or mail to:**

103 Main Street, Suite 2  
Meredith, NH 03253

**EOE**

***Posted Internally: August 4, 2022***